

Minnesota Management & Budget, MAPS Operations and Programming

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**Requesting Basic Access To MAPS**

**Objective**

To obtain access to the Minnesota Accounting and Procurement System (MAPS).

**Policy**

Before a user can be cleared to use MAPS, an authorized person needs to complete and approve form FI-00502, Request for Basic Access: Minnesota Accounting and Procurement System (MAPS).

**Forms**

[FI-00502 Request for Basic Access: Minnesota Accounting and Procurement System \(MAPS\)](#)

[FI-00502 Instructions](#)

**General Procedures**

Step #	Actions to be Performed	Responsible Party
1.	Determine whether employee already has a valid mainframe logon ID. If so, complete the following steps. If the user does not have a valid logon ID, refer to policy <a href="#">1101-01, Requesting a Mainframe Logon ID</a> .	Agency, MAPS Security Liaison
2.	Determine the ideal security profile for employee based upon position responsibilities and need for data access to MAPS. To view a list of various security profile options, please refer to the document entitled "Security Groups and Model Security Profiles." If you do not have a copy of this document, call the Administrative Systems Help Line at 651-201-8100 and select the MAPS Security option.	Agency, MAPS Security Liaison
3.	Complete the form <a href="#">Request for Basic Access to MAPS (FI-00502)</a> or the equivalent. Follow the instructions on the form's second page, <a href="#">FI-00502 Instructions</a> . Indicate the desired security profile.	Agency, MAPS Security Liaison
4.	Send the form or the equivalent to MAPS Security, Minnesota Management & Budget, 400 Centennial Office Building, 658 Cedar Street, Saint Paul, MN 55155. Forms may also be faxed to (651) 296-8685.	Agency, MAPS Security Liaison
5.	Create a security record for the user in MAPS.	Minnesota

		Management & Budget, Security Officer
6.	Inform the user (by mail in most cases) that he/she is authorized to use MAPS.	Minnesota Management & Budget, Security Officer
7.	Determine whether the user will be entering purchase orders and/or contracts into MAPS Procurement. If yes, determine whether the user should enter his/her own initials (buyer code) in the Buyer field on the order screen and/or in the Contract Officer field on the contract screen. If yes, add the user to the Agency Buyers (ABUY) table for each purchasing or contracting agency code that he/she may need to use on a purchase order or contract. (Any MAPS user who is cleared for the Agency Database [ADAT] group may update the Agency Buyer table.)	Agency, MAPS Security Liaison

**See Also**

MAPS Operating Policy and Procedure [1101-01 - Requesting a Mainframe Logon ID](#)

MAPS Operating Policy and Procedure [1101-07 - Security and Access](#)